

## **2. Death Registration and Issuance of Death Certificate**

- **Article 22 of NOCR Law:**

The death of each person, either Iranian or foreign national, must be notified to one of the registry offices throughout the country. The death of Iranian nationals residing abroad must be notified to the official of Iranian Consulate Affairs in country of residence, or one of the departments of National Organization for Civil Registration.

- **Qualified persons who can notify the death event and obtain death certificate:**

- 1- The deceased's closest relatives or any person who was present at the time of death while submitting identity card.
- 2- Police officers, official, proprietor or owner of the place where death event has been occurred.
- 3- Officials of cemeteries
- 4- Judicial and military authorities
- 5- Relief workers

- **Necessary Documents for Death Registration**

1. The deceased's ID Card (booklet) and National identification card (if available).
2. Death Certificate issued by the concerned physician, hospital or officials of cemetery or presence of two witnesses before the relevant civil registration office while submitting Identity Card.

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- **Issuance of Summary of Death Certificate (Death Certificate):**

1-Death Certificate shall be submitted to any person for any number of copies.

2-Certain amount equal to the current tariff shall be paid for issuance of Death Certificate.

3-The cost necessary for issuance of Death Certificate is 50 thousand rials.

- **How to Refer , register & Obtaining Death Certificate**

- In order to register death event and obtain Death Certificate, you may refer to all civil registration departments within office hours and days, and if the required documents are complete, the death shall be registered and death certificate shall be issued at the same day.

- In the absence of the deceased's identification booklet, it is mandatory to present documents ascertaining his/her identity and under this circumstances, the death event shall be registered and the death certificate is issued after performance of administrative formalities.

#### **6- Necessary Recommendations:**

1- It is most advisable to notify death event to civil registration department within the specified moratorium (10 days).

2- Issuance of Death Certificate in the next stages requires submission of the deceased's Identity Card (booklet) or notification of death registration number and date.

3- Issuance of Death Certificate requires registration of death event; considering the importance of the subject, it is essential to ensure from the authenticity of the contents mentioned in the relevant document before its signature.

4- At the time of obtaining Death Certificate, please make sure of the authenticity of the contents.

5- After death, Death Certificate supersedes the deceased's ID Card; this certificate is submitted to the concerned authorities if necessary.

- **Definitions and Concepts:**

1- Death Document:

Death documents is an official document in which death event is recorded for the deceased and based on which death certificate will be issued.

2- Death Certificate:

Death Certificate which is the same as summary of death transcript is drawn up and submitted based on the contents mentioned in death document.